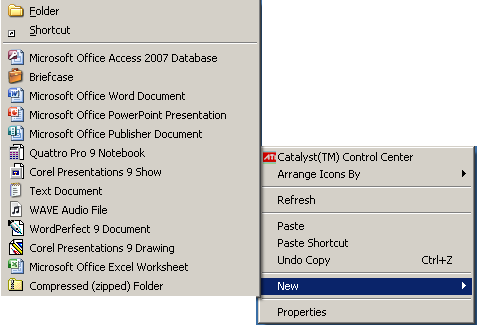
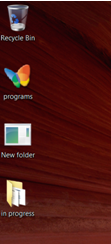
**Creating and Organizing Folders**

To create a folder on your desktop. Right click on any blank space on your desktop.

New and then Folder

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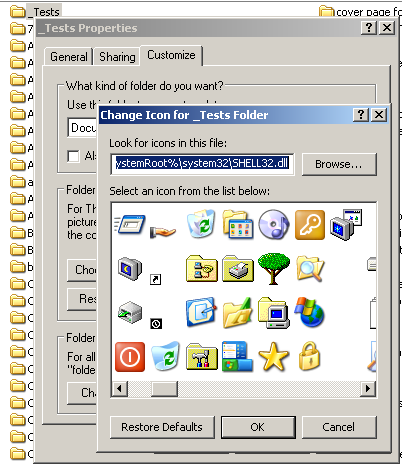
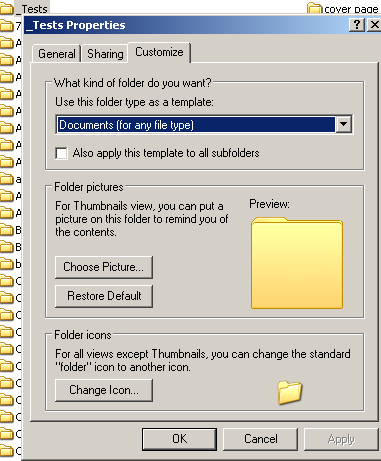
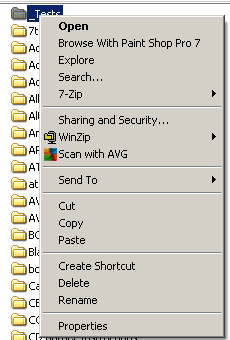
\*Keep files separate from programs to ensure that you do not accidentally delete a program or file.

\*Keep folder name short. Abbreviations and dates are helpful.

\*Separate ongoing and complete works by making two different folders.

**Customize Folders for Easy Recognition.**

\*Properties……… Customize…….. Change Icon…………

Select icon and click OK 

**Making a Shortcut of your Favorite Website**

Open up your favorite website. Go to File (top of the page) and click Save As.

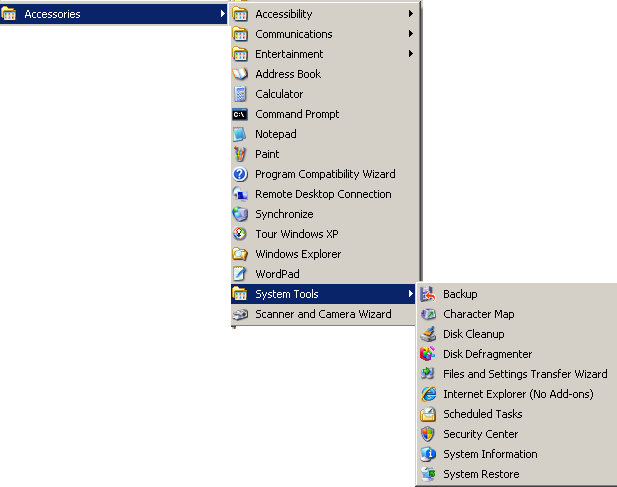
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**Computer Maintenance**

**Back up files-**attach an external hard drive to your computer. Click Accessories….System Tools…Backup. Follow the instructions. Or go to Control Panel, backup system.

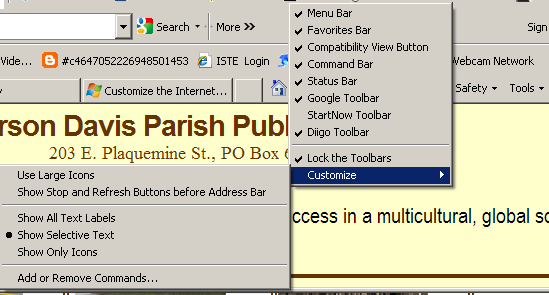
**Disk CleanUp**- Periodically run the Disk CleanUp.

**Disk Defragmenter**- Do not defrag a Windows 7 computer. It is scheduled to defrag periodically. Defragging organizes files to help your computer run more efficiently. Defrag twice a year.

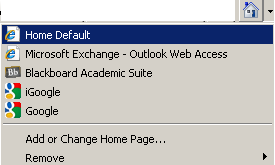


**Customizing Internet Explorer Toolbars**

Right click on any part of the toolbar. The following pop-ups will appear. Make any needed changes.

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**Changing Home Page**

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One way of changing Home Page

Open the website that you wish to become the home page.

Click the arrow to the right of the Home Icon.

Click Add or Change Home Page

Second way of changing Home Page

Tools Tab (top of the screen)… Click Internet Options (last choice)…copy and paste the URL in the box.

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**Organizing Tips**

\*Do not immediately turn on computer/projector after electricity is down.

\*Before moving a computer, take a picture of all connections. You can also use a marker or fingernail polish to label all connections and attachment places.

\*Keep area around computer clutter free.

\*Do not have computer directly on floor.

\*Keep laptops cool.

\*Keep magnets away from your monitor.

\*Clean out your email.